



California State Fire Training

PO Box 944246, Sacramento, CA 94244-2460
Bus (916) 445-8444

1131 S Street, Sacramento, CA 95811
osfm.fire.ca.gov/training/training



Fire Officer Certification Retirement - FAQs

1. **Does my application packet need to be submitted prior to December 31, 2016?**

All application packets must be submitted and *postmarked* on or before December 31, 2016.

2. **What do I need to submit?**

You will need to submit the appropriate fee, [fee schedule](#), [checklist](#), Letter of Experience and all necessary supporting documents listed on the checklist. If you have completed the training but have not yet received all of your course completion certificates, please make a note of that on the checklist and be sure to submit your packet *postmarked* on or before December 31, 2016.

3. **What address do I send the packet to?**

Mail complete packet to the address located on the Fee Schedule.

Attn: Cashier PO Box 997446 Sacramento, CA 95899-7466

4. **Who do I make the check out to?**

California State Fire Training

5. **My check cleared my bank, but I haven't received my certification yet?**

Payment and applications are processed by two different units. When you submit your packet to the PO Box the check is immediately cashed by the Cashiering Unit. Your application is then sent to Office of State Fire Marshal *and then* it is forwarded to State Fire Training. It can take approximately 3 weeks for SFT to receive your application and up to 4 weeks for processing due to influx of applications being submitted due to the retirement.

6. **Do I need to make an appointment to drop off my application or can I just walk-in?**

We strongly suggest that you mail your application to the address above. We do allow walk-in's, but due to the large volume of applications coming in you *must* make an appointment.

7. **I will not be able to complete my classes or meet the experience requirement prior to December 31, 2016. What happens now?**

You will need to start over with the new [Company Officer Curriculum and Certification](#).